

2024 IRONMAN PRO LICENSE GUIDEBOOK – NEW USER

MULTISPORT ATHLETES

Ironman has aligned with World Triathlon’s Elite Multisport Criteria and thus in order to apply for a Professional License from Ironman, you must have a valid Triathlon Canada Ironman Pro License. Please email promember@ironman.com if you have any additional questions.

ATTENTION NEW USERS: You will be given your link to login at the end of step 1 once you have read how to set up your new account

Step 1: New Users Creating a Smartabase Account

To help Triathlon Canada manage your new athlete account, please use the following guidelines when setting up your user account:

USERNAME

For your Username, please use your first name “dot” last name all in lowercase:

- i.e. Username for John Smith is **john.smith**

KNOWN AS

For the Know As field, please use the uppercase letters for your first Initial (i.e. for John- J), and the first three letters of your last name (Smith - SMI) then add in lowercase “triathlon” with a space between the uppercase letters and lowercase triathlon.

- i.e. Know As for John Smith **JSMI triathlon**.

EMAIL ADDRESS

Please use the email address you use most frequently. Any password reset is sent to this address.

IMPORTANT NOTE: To make sure you receive Smartabase messages, please make sure you identify @smartabase.com as a safe domain name in your junk mail or spam filters.

If you get an error when registering that your email address is taken, that means you already have a Smartabase user account set up for you. If you have forgotten your password, please contact Lauren Nutt at lauren.nutt@triathloncanada.com.

PASSWORD

Your password must contain 8 characters including one upper case, one lowercase and one number. Special characters are allowed

The information that you store on the system is valuable. It is your responsibility to keep your password safe and secure. If you think that your password has been breached immediately email smartabasehelp@smartabase.com. Each time you login online, you **MUST** logout at the end of each session.

REGISTER ACCOUNT

FIRST NAME		LAST NAME	
<input type="text"/>		<input type="text"/>	
USERNAME		EMAIL ADDRESS	
<input type="text"/>		<input type="text"/>	
PASSWORD		CONFIRM	
<input type="text"/>		<input type="text"/>	
DATE OF BIRTH	SEX	DEFAULT ROLE	
24-09-2019	Male	ALBERTA athlete	
PHONE NUMBERS			
Mobile	+	-	- E.g. +64-275-123123

The following errors need to be fixed before moving on:

- First Name must be entered
- Last Name must be entered
- Email Address does not look correct. Please check the email is valid. If you are sure, please continue.
- Your password must be at least 8 characters
- Username must be entered

Already have an account? [Login](#)

ADDRESS AND PHONE NUMBER

Please ignore these fields, you will enter them later under your **Triathlon Canada Profile**

DEFAULT ROLE

As an athlete, you must select your athlete Default Role based on the province you have a membership with.

- ie ALBERTA athlete, BC athlete, etc.

It is very important for athletes to set their default role to “athlete” If you do not, your account will not work

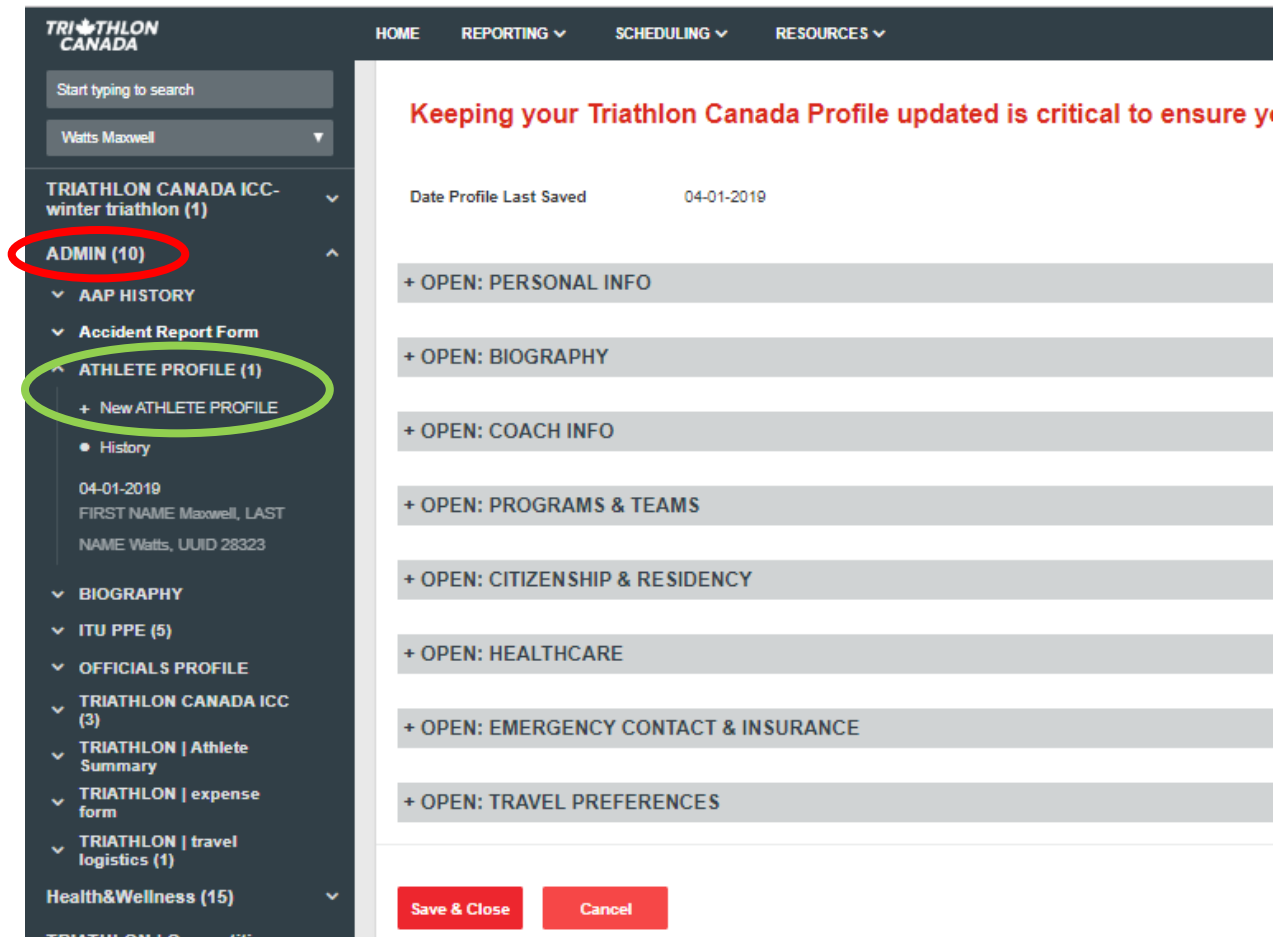
LOGGING IN

Now that you have read the new user information, please [click here](https://canadiansport.smartabase.com/triathloncanada/#Login) (https://canadiansport.smartabase.com/triathloncanada/#Login) to create your Smartabase account.

Upon completion of your Smartabase account you will be asked to login using your new username and password. You can then follow **Step 2** below for how to login and navigate through the Ironman Pro License application process.

Step 2: Login and fill in all Triathlon Canada Profile Information

2.1 Please [click here](#) to login to your new or existing Smartabase account. Once logged into your Smartabase account please click on “ADMIN” in the left-hand sidebar.



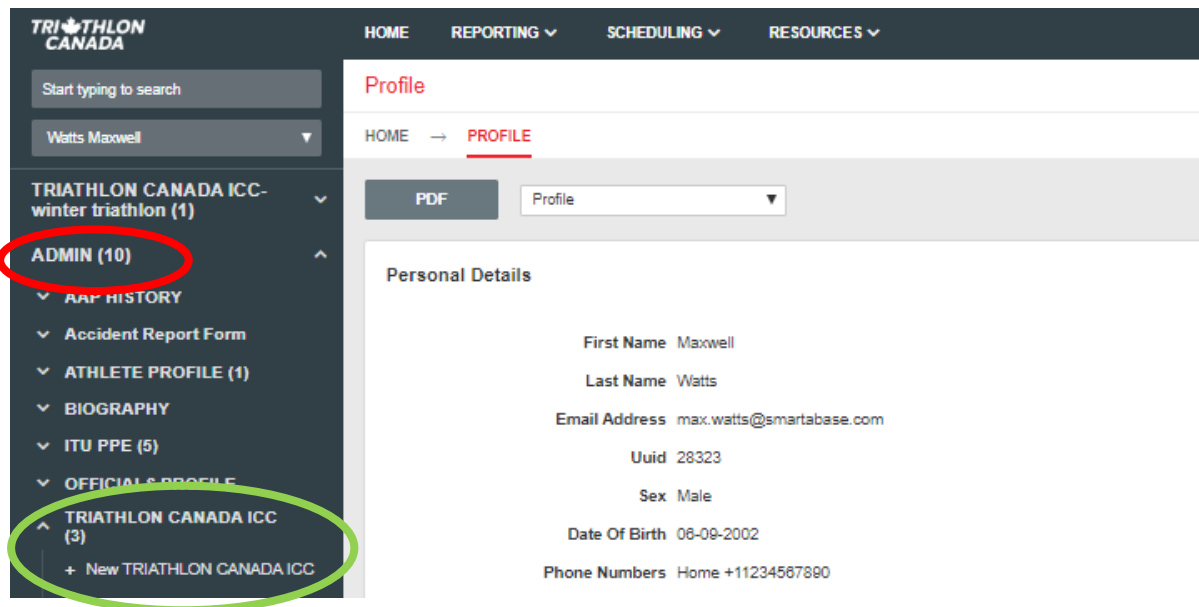
2.2 Once you have clicked “ATHLETE PROFILE” please choose ‘New Athlete PROFILE’ from the top left drop down. You will not be able to continue through the Ironman Pro License application without filling in all information under the “ATHLETE PROFILE” required details section.

2.3 Please sequentially click “+ Open:...” on grey tabs and fill in all required profile information.

2.4 Once all information is filled in please click the dark blue “save changes” button and then click the Home button on the top left to go back to the main page.

Step 3: 2024 Ironman Pro License Information

3.1 After all Triathlon Canada Profile information is filled in, stay in the ADMIN section and click the “IRONMAN PRO LICENSE” button, followed by the “New IRONMAN PRO LICENSE” button from the drop down.



3.2 Once the “New IRONMAN PRO LICENSE” button is clicked you should see the page below, please read all information on this page to follow the 4 step process to complete your Ironman Pro License Application.

The screenshot displays the 'Enter new TRIATHLON CANADA ICC for Watts Maxwell' page. The left sidebar contains a navigation menu with categories like 'ADMIN (10)', 'Health&Wellness (15)', and 'My Results (46)'. The main content area includes an 'UPDATE ICC info' button, instructions on how to use the button, and a 'HIDE ICC Instructions' section. Below this, a table displays personal details: NAME (Maxwell Watts), BIRTH DATE (06-09-2002), ITU AGE (17), and LEGAL AGE (17 Years). At the bottom, an 'ICC PROGRESS' section shows a bar with six steps: STEP1 (1 green), STEP2 (1 green), STEP3 (0 red), STEP4 (0 red), ICC PAID (0 red), and ICC VALIDATED (NO red).

3.3 As you begin to complete the 4 steps the red progress bar at the top of the page will begin to turn green for the sections you have completed. If you have completed sections and the green progress bar is not showing, please hit “Save Pro License & Continue” at the bottom of the page to refresh the cache of completed information. Once all steps are completed the entire bar from Step 1 to Step 4 will be green and you will see the below “Click to Pay” button at the bottom of the form to finish the application.

Your ICC Application is complete.

Please select "Save and Continue", then use the link below to pay using the Triathlon Canada National Triathlon Registration System (NTRS). Clicking the link will open another window for you to pay. Once the NTRS window is open, return to this window at any time and select "Save and Close".

[CLICK TO PAY](#) 

MEDICAL

[New 2018 ITU PPE](#)

ADMIN

[New 2018 Athlete Agreement](#) [New 2018 Code of Conduct: Friends and Family](#) [New 2018 Code of Conduct: Participant](#) [New 2018 Communications Policy](#) [New 2018 Competition Readiness Policy](#)

[Save ICC & Print](#) [Save ICC & Continue](#) [Save ICC & Close](#) [Save ICC Draft](#) [Cancel](#)

Step 4: Payment In NTRS

4.1 After you have clicked the "click to pay" button you will be directly sent (in a new window) to our NTRS site where you will answer briefly a couple questions and pay \$100.00 for your Pro License. All Ironman Pro Licenses will be valid after proof of payment pending all information in Smartabase is filled out correctly. Should your information provided in Smartabase be incorrect or incomplete Triathlon Canada has the right to revoke any issued membership.